

# Creating and Editing MARC Records

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## 1 Training Requirements

Only an Evergreen Indiana Certified Cataloger (Cat-1) may import, overlay, merge, edit, create and delete MARC records. To become certified, you must successfully complete the Evergreen Indiana Advanced Cataloging class.

The Evergreen Indiana Beginning Cataloging Class is offered quarterly at the State Library. You can find course times and register here:

<http://evanced.info/indiana/evanced/eventcalendar.asp?ln=ALL>

The Evergreen Indiana Advanced Cataloging class is offered at least quarterly. Classes are announced on the Weekly Update blog: <http://blog.evergreen.lib.in.us/>

Evergreen Certified Catalogers using this Guide are assumed to be knowledgeable of MARC and AACR2 standards. If you need training in these areas, contact the Evergreen Indiana Coordinator at the State Library or a member of the Evergreen Indiana Cataloging Committee for a list of organizations who offer classes. As of March 2013, Certified Catalogers are expected to have learned or are in the process of learning RDA standards. This Procedures Guide is not a substitute for any of this training.

### 1.1 Suggested resources for MARC, AACR2, RDA, & Evergreen

Evergreen catalogers are encouraged to use the following resources:

1. Evergreen Indiana Cataloging Manual (free online) <http://www.in.gov/library/3381.htm>
2. OCLC Bibliographic Formats and Standards (free online) <http://www.oclc.org/us/en/bibformats/default.htm>
3. Library of Congress Authorities (free online) <http://authorities.loc.gov/>
4. Library of Congress MARC 21 Formats for Bibliographic Records (free online) <http://www.loc.gov/marc/bibliographic/>
5. RDA Toolkit (online version available at a consortium discount) <http://access.rdatoolkit.org/>
6. Evergreen Indiana Cataloging Tips of the Week Archive (free online) <http://www.in.gov/library/3700.htm>
7. Evergreen Indiana Cataloging Listserv [evergreen\\_indiana-catalog@lists.in.gov](mailto:evergreen_indiana-catalog@lists.in.gov) Send email to Lisa Meadows at ISL to join: [lmeadows@library.IN.gov](mailto:lmeadows@library.IN.gov)
8. Guide to Cataloging DVD and Blu-ray Discs Using AACR2 and MARC 21 (available for free download) [http://www.olacinc.org/drupal/capc\\_files/DVD\\_guide\\_final.pdf](http://www.olacinc.org/drupal/capc_files/DVD_guide_final.pdf)

## 1.2 Online cataloging webinars and courses for additional training

1. Webinars are available through Lyris <http://www.lyris.org/Classes-and-Events.aspx>  
Go here for information on how to register for free:  
<http://www.in.gov/library/files/classes.htm>
2. Self-paced courses are available through WebJunction:  
<http://www.webjunction.org/partners/indiana.html/>  
Go here to get a log in to access courses: <https://www.webjunction.org/find-training/request-access/>
3. Webinars are available for and online courses are available from ALCTS. You can watch recordings for free after 90 days. <http://www.ala.org/alcts/confevents/upcoming/webinar>

## 2 Acceptable Records

As a Certified Cataloger, you may create temporary and permanent records.

### 2.1 Requirements for a core level bibliographic record (ELvL = 4)

Evergreen Indiana catalogers are encouraged to create or enhance all permanent records to the full-level Encoding Level. Encoding Levels are explained in Chapter 2 of OCLC Bibliographic Formats & Standards:

<http://www.oclc.org/us/en/bibformats/en/onlinecataloging/default.shtm#BCGGBAFC>

<u>Element</u>	<u>Core-Level</u>
Fixed field	Code fully on every record
020	Field 020 subfield \$a if present on item
042	Include if PCC participant
050, 082, 086, etc.	One number from a recognized scheme
1xx	Include/establish if applicable.
240	Include if known or readily inferred from item
245–3xx	Include all applicable elements
4xx	Transcribe series if present
5xx	Enter the following notes if applicable: <ul style="list-style-type: none"><li>• Field 500</li><li>• Field 502</li><li>• Field 505</li><li>• Field 533</li></ul>
6xx	At least 1 or 2 subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available
7xx	Express primary added entry relationships and important title access information
8xx	If series is traced

## 2.2 Permanent record requirements

Any record that is intended to be a permanent record in Evergreen Indiana must:

- ✓ Follow the bibliographic matching criteria outlined in Chapter 2
- ✓ Not duplicate an existing Evergreen record
- ✓ Be in MARC 21 Format for Bibliographic Data
- ✓ Comply with AACR2R or RDA cataloging rules as well as the Library of Congress Rule Interpretations (LCRI)
- ✓ ISBD punctuation should be used in both AACR2 and RDA records
- ✓ Contain core level fields as defined by Library of Congress's Bibco Core Record Standards, as described above, including, where applicable, ISBN or ISSN, title, edition, publisher, and date as well as record type (leader byte 6/Type code in fixed fields)
- ✓ Use only standard GMD terminology in AACR2 records ("sound recording," "videorecording," "electronic resource").
- ✓ Contain only bibliographic-level data, not information specific to one library's holdings
- ✓ Contain at least one LCSH subject heading

## 2.3 Certified Cataloger workflow

1. Search Evergreen Indiana for matching records, using criteria outlined in Chapter 2. If a suitable record is found, attach holdings.
2. If no matching Evergreen record is found, search another source via Z39.50 (OCLC, WorldCat, Library of Congress, etc.). If a suitable match is found, import the record, edit if needed, and attach holdings.
3. If no record is found via Z39.50 or through sources available for batch import, use a MARC Template to create a record in Evergreen Indiana and attach holdings to this record.

Subsequent libraries may also attach their holdings to the record or may look for a newer or more complete bibliographic record to overlay via Z30.50 (i.e., OCLC, WorldCat, Library of Congress, etc.). A record may be overlaid if all matching points are correct.

Please enhance and/or upgrade Evergreen records and correct errors whenever encountered.

If you have never done original cataloging, please consider taking a course in creating MARC records. Also feel free to consult the Evergreen Indiana Cataloging listserv for assistance, if needed.

## 2.4 Cataloging freezes

Any cataloging freezes will be announced on the EI Cataloging List Serv. Complete cataloging freezes are sometimes necessary immediately before and/or after an Evergreen software update. Modified Cataloging Freezes occur during the 3-4 day period when records from a migrating library are integrated into the Evergreen database. The freeze announcement will include the details of what catalogers may and may not do to bibliographic records and holdings while the freeze is in effect. Catalogers will be notified when the freeze is lifted via the List Serv.

## **3 Special Types of Records**

### **3.1 Temporary records**

If a record will remain in the database for a short period of time and no suitable record is found in Evergreen, you may import or create a temporary record.

Examples of temporary records are:

- On-order records
- Locally assembled kits used for a summer reading program
- Vertical files or informational binders associated with a community event

Not all the components required for permanent records are needed for a temporary record. However, if possible, please include the following fields:

010  
020  
022  
1xx  
245  
250  
260  
300

Additionally, please code the record correctly to indicate the format of the item.

#### **3.1.1 On-order records**

Evergreen libraries have the option to add new titles to the catalog as soon as they are ordered. This enables patrons to place holds on the titles before they are received.

If there is already a record in Evergreen for the item ordered, attach your holding. When the title is received, compare the record to the item in hand to make sure it is a match. To attach an on-order holding, either assign a barcode to the ordered item or create a unique number to use as a temporary barcode, such as the ISBN number + your library's initials.

If no record is found, either import a matching record or use a MARC Template to create a temporary record. The record you import or create is considered an On-Order Record because you do not have enough information available to review all required fields.

### **3.1.1.1 Guidelines for on-order records:**

- On-Order records should contain a minimum of the author, title, ISBN or standard number and the edition fields, if available.
- A 599 field should be added to all imported and created on-order records:  
599 \_\_ |a ON ORDER RECORD (in all capital letters)
- When the item is received, upgrade the on-order record so it meets Evergreen standards for permanent records and delete the 599 field.
- Check for and merge any duplicate records. When On Order records are very brief, other catalogers may not be able to determine whether a record is a match for their item, so you may find that a new record for your On Order item has been imported.

NOTE: Even if you are not the cataloger who created the on-order record, please upgrade the record and delete the 599 field if you attach a holding and have the item in hand. If the ISBN in an On Order record matches your item, in most cases you should update the record even if the other information is not consistent, because the information from an item in hand is more accurate than pre-publication information.

### **3.1.2 Other temporary records (not on-order records)**

Temporary records other than on-order records may only remain in the system for 90 days. Please keep track of temporary records and remove them from Evergreen when no longer needed.

A 599 field should be added to all imported and created temporary records:

599 \_\_ |a TEMPORARY RECORD (in all capital letters)

Adding a six month hold protection to the items on a temporary record will prevent other libraries from placing holds on temporary items.

For commercially available items, including equipment, do not include locally specific information in the catalog record. These records are shared records like any other, and catalogers should attach holdings to existing records when appropriate.

## **3.2 Records for locally created resources**

Records may be created for items created or compiled at your library using the appropriate MARC Template. Locally created resources include:

- Kits of various learning materials put together for circulation to parents and teachers
- Vertical files of pamphlets or newspaper clippings about local buildings, families, or community events
- Realia: puzzles, maps, and puppets

The field requirements for permanent records do not apply to these types of resources, but please include as much information as possible. At least one Library of Congress Subject Heading (LCSH) is required.

Add a 599 field for vertical files: 599 \_\_ |a VERTICAL FILE

### 3.3 Records for realia

Realia includes any three-dimensional object, artifact, replica or specimen.

- Realia examples include: Puzzles, puppets, sculptures, cake pans, historical and natural items, etc.
- Equipment: Library equipment that may or may not circulate

The field requirements for permanent records do not apply to these types of resources, but please include as much information as possible in the appropriate fields. At least one Library of Congress Subject Heading (LCSH) is required.

Catalogers may create records for library equipment. Equipment should not be set to display in the OPAC unless the equipment is to circulate.

For commercially available items, including equipment, do not include locally specific information in the catalog record. These records are shared records like any other, and catalogers should attach holdings to existing records when appropriate.

### 3.4 Remote access records (Downloadable Audiobooks, E-books, Etc.)

It is each library's decision as to whether or not they will add records to Evergreen for these types of items. If records are added, the library has a choice as to whether or not to actually add holdings to the records. The recommended method for cataloging the items is not to add a holding.

#### 3.4.1 Adding remote access records without holdings (Recommended)

All remote access records in Evergreen require an 856 field. Two subfields are particularly important and required in Evergreen:

**Subfield z** alerts the patron that the item is downloadable and may be available only to certain patrons.

**Subfield 9** contains your library's Evergreen location code and will restrict search and display of entirely electronic records (i.e. those with no holdings) to the location named. In other words, even though your library has no actual holding on the record, it will still show up in search results when your patrons perform a search that is limited to their home library.

Records may contain multiple 856 subfield 9 entries with different library-specific information. When your patrons perform a search that is limited to their home library, the Evergreen location code in the 856 |9 will allow the search results to include that MARC record.

Example:

856 40 |a <http://incolsa.lib.overdrive.com/ContentDetails.htm?ID=C4E0DA70-7DDE-4C9C-82CE-4DD136A1BB21> /9 WWPLW |z Westfield-Washington Township Public Library users  
Click here to access this digital book

**Important:** Always transfer all 856 fields when merging remote access records.

For more information on the 856 field and how it is viewed in the OPAC, please see section 6.2.15.

### **3.4.2 Remote access records WITH holdings (using a dummy barcode)**

- Follow instructions above for remote access records without holdings.
- Add your holding, using a ‘dummy barcode’.

Evergreen Indiana currently does not auto-generate barcodes. Libraries can, however, use “dummy barcodes” to attach to the records. Either create and use a range of ‘dummy barcodes’ well beyond your existing barcode sequence or create a unique number to use as a barcode, such as the ISBN number + your library’s initials.

## **4 Special Considerations**

### **4.1 Street date materials**

The publisher’s release date for an item, often referred to as the ‘street date’, is the date it is released for sale or distribution. Materials may be cataloged prior to the street date so long as they are not made available for checkout. Any material cataloged prior to its street date must show a status of “in process” or “on order” in Evergreen regardless of where the item is physically at your library. Patrons are able to place holds on items with either of these statuses.

### **4.2 Advanced reader copies**

An advance reader copy (ARC) of a book is sometimes distributed to reviewers, bookstores, and magazines three or six months before the book is officially released. The text of an advance reader copy often differs from the final version of the book.

Do not attach an advance reader copy (ARC) to the bib record for the finished version of a published work. If a bib record for the advance reader copy is not found in Evergreen, one must be imported or (most likely) an original record created using a MARC template.

The advance reader copy may have a different title, pagination, contents or references which must be reflected in the record. All records for advance reader copies should have the following 250 edition statement:

250 \_\_ |a [Advance reader copy].

To prevent the record from merging with the published version, put the ISBNs in a 020 field under subfield “z”.

020 \_\_ |z 9781234567890

Any street date restriction for the published version of an item applies to the advance reader copy. No advance reader copy should be available in Evergreen prior to the release date of the published version.

### 4.3 CIP (Cataloging-in-Publication) records

CIP-level records have been created by the Library of Congress from Galley-proofs sent them by the publishers before the book is published.

CIP records are created without published pieces in hand. This means that bibliographic information may not be accurate or present.

CIP records can be identified by the “8” in the Encoding Level (ELvl) fixed field, the presence of a 263 field, and a 300 field void of data.

The first cataloger who adds holdings to a CIP record should compare the item in hand with the record and edit accordingly.

Variable fields to check carefully on a CIP record:

- ✓ 245: There may be subtle differences that can be easily overlooked. Subtitles may be totally different or nonexistent. Check the order of the authors in the statement of responsibility. Remember changes here affect the 100 and 700 fields.
- ✓ 263: This field should be deleted from the record. It is the projected publication date, so it is no longer needed.
- ✓ 300: The pagination, illustration, and dimension information will need to be added.
- ✓ 250: Add edition information, if applicable.
- ✓ 490: Add series information, if applicable.
- ✓ 504: Add pagination for bibliographic references, if applicable.
- ✓ 505: Check contents listed, if applicable.

Fixed fields to check carefully on a CIP record:

- ✓ Illustration (Ills): Information added to the 300 field must be coded in this field
- ✓ Encoding Level (ELvl): Replace the “8” with a “K” or “I” to reflect the new level of cataloging.

### 4.4 Adding non-standard series information (Fields 490/8xx)

As a consortium, we have made a commitment to include series information, including numeration, in our records whenever possible. This helps patrons and circulation staff locate the ‘next book’ or ‘first book’ of a series.

In the interests of patrons, Evergreen catalogers may add series information to bibliographic records even if the series is not established in the LOC authority file.

Refer to section 6.2.8 to learn about adding series information to a record.



## 4.5 Transcription in RDA records

RDA cataloging follows the principle of “Take what you see and accept what you get.” This means you should transcribe exactly what is found on the resource, and accept copy in records as supplied. However, in many instances RDA gives a range of options in how fully to record information, and also allows for establishing local guidelines. This means we may find that records will reflect a variety of cataloging practices and still fall within the rules. In Evergreen Indiana we will take the general principle of accepting what is found in copy cataloging records, but catalogers are encouraged to exercise the option to add information that will expand access.

## 4.6 Duplicate records

It is the responsibility of every Evergreen Indiana Certified Cataloger to maintain an accurate, complete, and user-friendly database. Duplicate records in the database are to be avoided and corrected when found. Take care not to import duplicate records into the EI database. If duplicates are found, carefully merge them as time allows. See Chapter 2 of this Procedures Guide for a discussion of matching points and refer to the EI Cataloging Manual for instructions on how to merge records.

## 4.7 Book Club Sets in Evergreen Indiana

Several libraries maintain sets of books to be used by book clubs. These may be cataloged in several ways depending on the preferences of the library. While some libraries keep the multiple copies in a bag or container and have just one barcode for the whole set, other libraries barcode each book. Evergreen Indiana can accommodate both.

### **To catalog as a set and enable patrons to check out and place holds on individual copies:**

- 1) Add a separate volume to the record for the set of books. Incorporated the words “Book Club” or something similar into the call number.
- 2) Then add each copy under that volume. Individuals can then check out or place holds on each item, as many as they need.

### **To catalog as a set but restrict circulation to the entire group of books, not individual copies:**

- 1) Keep the group of books together in a container and attach a single barcode to the box or bag
- 3) Add a separate volume to the record for the set of books. Incorporated the words “Book Club” or something similar into the call number.
- 2) Attach the single holding for the set. In the copy edit screen, make the item non-holdable so patrons placing a hold on the record don’t inadvertently receive an entire set when they just wanted the single copy.
- 3) Patrons can check out the entire set, but not individual copies.

If the library has a set of books and additional materials, such as study guides, or discussion questions, in a container or bag, these should be cataloged as a kit on a separate MARC record.

## **5 Guidance for Specific Materials**

### **5.1 Books and periodicals:**

#### **5.1.1 Paperback and hardcover books on the same record**

You may attach a paperback item to a record for a hardback and vice versa even if the dimensions (centimeters given in 300 |c) are different IF this is the only variation. The publisher and publication date, edition statements and pagination must all match. Trade paperbacks are often able to share records with hardcover books. However, mass-market paperbacks seldom can be attached to a record for a hardcover copy.

Be sure to add the ISBN for your item to the record if it is not already present.

#### **5.1.2 Large print books**

A correct MARC record in Evergreen Indiana for a large print book contains the following elements:

- A 'd' in the Form fixed field (used for filtered searching)
- The words 'large print' in parentheses following the pagination in the 300 field
- A genre heading of "Large type books."

Example: (AACR2)

```
245 10 |a Skeleton Hill / |c Peter Lovesey.  
300 __ |a 573 p. (large print) ; |c23 cm.  
655 _0 |a Large type books.
```

Form fixed field = d

In Evergreen, a general material designation (GMD) for large print is never used. If you find a GMD for large print in a 245 field, please delete it.

If the item in hand states "large print version" or "large print edition", add an edition statement in a 250 field:

```
250 __ |a Large print ed.
```

Be sure to check the 020 fields to make sure the regular print ISBNs are not present on your large print record. Delete any ISBNs for regular print editions from large print records, and vice versa.

#### **5.1.3 Translations**

In RDA records, there are several possible ways to express relationships between different expressions of a work. Using a 7xx field with a subfield i to explain the relationship as shown below is the preferred way for Evergreen Indiana,

```
240 10|a Flickan som lekte med elden.|l English
```

```
245 14|a The girl who played with fire / |cStieg Larsson ; translated from the Swedish by Reg Keeland.
```

700 1\_ |i Translation of: |aLarsson, Stieg, |d 1954-2004. |t Flickan som lekte med elden.

However, other ways such as the use of a 500 note field or a765 field may be accepted when found in copy cataloging.

#### **5.1.4 Monographs cataloged as serials**

Monographs may be cataloged as serials if appropriate. For example, many travel guides and reference books come out on a yearly basis. Individual circulating items on a serials record should be assigned a Monograph Part so they are holdable by patrons at the volume level. See the EI Cataloging Manual for how to do this.

#### **5.1.5 Resources with multiple volumes or parts**

A single bibliographic record should be used for resources containing multiple volumes or parts. Examples would be a set of encyclopedias, a television show on DVD processed in multiple packages, or a very long audiobook packaged in two cases, each with its own separate barcode.

If these items circulate, you may wish to create and assign Monograph Parts to each volume so holds may be placed by patrons at the volume level.

When volumes are published separately, and may also be cataloged separately ISBNs and UPC numbers for the volumes should be entered in a subfield z on the record for the set.

#### **5.1.6 Adding magazine issues**

Magazines are added to serial records because they are a continuing resource. (Serial records have a Blvl code of 's') In most cases, all your library's issues of a particular magazine should be added to the same serial record.

Create a new volume for each new issue and attach the holding. You may wish to construct a call number that incorporates the date or volume/number so that it can be easily distinguished from other issues.

You may discover duplicate serial records in Evergreen. For some titles this is necessary to accommodate the large number of issues held by the consortium. Select one record, either the one with the fewest holdings or one with holdings from nearby libraries, and continue to use that record for all of your library's issues.

Find step-by-step instructions for adding magazine issues in Chapter 23 of the Evergreen Indiana Cataloging Manual.

To enable patrons to place holds on individual issues, create and assign a Monograph Part to each volume as it is cataloged. See Chapter 25 of the Evergreen Cataloging Manual for instructions on how to do this.

### **5.1.7 Monthly Comics in Evergreen Indiana**

Comic books that are published monthly should be cataloged like other monthly periodicals. Create a new volume on a serial record for each new comic book and attach the holding.

Do not import or create a separate record for each new comic book issue of the same title.

For information on how to add each issue as a volume, see Chapter 23 in the Evergreen Indiana Training Manual for Adding Magazine Issues.

To enable patrons to place holds on individual issues, create and assign a Monograph Part to each volume as it is cataloged. See Chapter 25 of the Evergreen Cataloging Manual for instructions on how to do this.

## **5.2 Video recordings (DVD, Blu-Ray, VHS)**

A good source of AACR2 cataloging information for DVD and Blu-ray discs is the guide produced by Online Audiovisual Catalogers, Inc. Available for free in .pdf format at: [http://www.olacinc.org/drupal/capc\\_files/DVD\\_guide\\_final.pdf](http://www.olacinc.org/drupal/capc_files/DVD_guide_final.pdf)

### **5.2.1 Keeping different media formats on separate records**

Although the content may be the same, media on different formats belong on separate records. By following the matching guidelines in Chapter 2, you will not accidentally combine media formats on the same record.

Videocassettes and DVDs should never be attached to the same record. Since Blu-Ray discs require a special player and are formatted differently than a DVD, these formats also must be cataloged separately.

### **5.2.2 Matching 028 Fields**

The 028 field in a MARC record displays the publisher number for video and sound recordings as well as some printed music. It's a useful field when trying to decide if the record matches your item.

However, if everything else in the record, including the ISBN, matches your item, you can still attach your holding even if the 028 field does not match the publisher number on your material.

If you do attach an item with a different publisher number, be sure to add another 028 field to reflect this information.

Sample 028 (Publisher number) fields:

028 42 |a 019708 |b Walt Disney Home Video  
028 42 |a 89443 |b Paramount Home Entertainment  
028 02 |a 8368-CD |b Books on Tape  
028 02 |a CK 85098 |b Columbia

### 5.2.3 Foreign language videos and DVDs

Include both the English and foreign language titles in the 245 field when cataloging foreign language films.

Transcribe the title as it appears on the item or container in the 245 |a field. This may or may not be the English version of the title. If the title appears in both languages, pick the one the film is most commonly known by. When in doubt, select the English title.

Add the translation in the 245 |b field as a parallel title. Unlike for a subtitle, the punctuation preceding the 'b' is an equal sign (=).

Repeat the parallel title in a 246 field.

Add a 500 note indicating the source of both titles. This note belongs after the 546 field.

Examples (AACR2):

245 04 |a The Pope's toilet |h [videorecording] = |b El baño del papa / |c Film Movement, Bavaria Film International,...

246 30 |a El baño del papa

500 |a Title and parallel title from container.

245 04 |a Chocolat |h [videorecording] = |b Chocolate / |c Miramax Films ; produced by David Brown...

246 30 |a Chocolate

500 |a Title and parallel title from container.

For AACR2 records, the parallel title always appears after the GMD and is preceded by the equal sign (=). There is no period at the end of the 246 field.

If the English version of the title does not appear on the item or container, you can still add it as a parallel title, but put it in brackets [ ].

245 00 |a Tsotsi |h [videorecording] = b [Thug] / |c Miramax Films presents...

NOTE: Subfield 'b' is not repeatable. If there is other title information that belongs in |b, add this after the title proper or parallel title to which it belongs. Watch punctuation.

245 00 |a Title 1 |h [videorecording] : |b Other title information fo Title 1 = Title 2 : Other title information for Title 2 / |c Statement of Responsibility.

### 5.2.4 Digital copy discs for DVDs and books on CD

If an item such as a DVD or an audiobook comes with a **one-time only** downloadable digital disc, please pull that disc from the packaging and remove any information about the disc from the MARC record. If the contents can be downloaded multiple times, keep the disc with the packaging and record its existence in the MARC record.

### 5.2.5 Cataloging Blu-Ray format

While a DVD-video disc will play on a Blu-ray player, the reverse is not true. Since Blu-ray discs require a special player and are formatted differently than DVDs, a separate record must be created for videorecordings on Blu-ray format.

Do not attach a holding for a movie on DVD to a Blu-ray record. Do not attach a holding for a movie on Blu-ray to a record for a movie on DVD format.

So that Blu-ray discs can be easily identified in the OPAC, always add a special edition statement in the 250 field:

250 \_\_ |a [Blu-Ray version].

250 \_\_ |a Special ed., [Blu-Ray version].

The easiest way a cataloger can determine whether a record is for a DVD or Blu-ray is by checking the 538 field:

#### **DVD:**

538 \_\_ |a DVD; region 1; anamorphic widescreen (2.35:1) presentation; Dolby Digital

#### **Blu-ray:**

538 \_\_ |a Blu-ray disc, widescreen presentation; Dolby Digital, 1080p High Definition; requires Blu-ray player.

### 5.2.6 DVD/Blu-ray combo packs

Publishers commonly package titles in sets that include both the DVD and the Blu-Ray disc.

If using a bibliographic record for the combo pack, you can either circulate both discs together or repackage and circulate separately. If repackaged to circulate separately, catalogers may either add each disc as a separate volume to the record for the set, or they may create a separate catalog record for each disc.

- Adding combo pack discs to the same record: The record should describe the set, and include information about both the DVD and Blu-ray discs in the set. Use call numbers that will enable patrons and staff to identify which disc is Blu-ray and which is DVD. Create and assign monograph parts for each of your discs so holds can be placed on each separately. To avoid your combo pack record merging with records for the individual components, any UPC or ISBN for the individual discs should be put in a subfield z rather than subfield a (see the section on duplicate ISBNs)
- Adding combo pack discs to separate records: Each record should describe the individual disc (or discs if bonus discs are included) only. When available, use the ISBNs or UPCs for the individual discs rather than the set. If none exists for the separate discs, use the ISBN or UPC for the combo set, but put it in a subfield z to prevent mismerges.

Do not modify an existing record in Evergreen to accommodate a DVD/Blu-ray combo pack.

## 5.3 Audiobooks (Including Playaways and MP3 formats)

### 5.3.1 Keeping different media formats on separate records

Although the content may be the same, media on different formats belong on separate records. By following the matching guidelines outlined at the beginning of this chapter, you will not accidentally combine media formats on the same record.

Playaways, MP3-CD audiobooks, CD audiobooks, and audios on cassette should all be on separate records.

### **5.3.2 Audiobooks: library and regular (trade) editions**

Library edition audiobooks are usually identical to the trade edition except for the ISBN and possibly the publisher number and packaging. In some cases they may have also library edition statement. The edition statement can be ignored, if the extent and contents of the items are the same--including number of discs, time, and narrator.

There is usually a more favorable replacement policy for library edition audiobooks, so it is recommended that copy notes be used if you need to denote which edition your library owns.

A trade edition for an audiobook may be attached to a record for a library edition if everything else on the record matches the item in hand. A library edition audiobook may likewise be attached to a record for a trade edition.

If all other criteria match, be sure to add the ISBN and publisher number (028 field) to the record before attaching if not already present. Identifying the ISBN as for the library or trade edition may be helpful to other catalogers.

Example:

020 \_\_ |a 9780804148399 (library edition)

### 5.3.3 Playaways

Playaways are cataloged on the sound recording format. (The fixed field Type = 'i' if a nonmusical sound recording.)

The form element in the fixed field is recorded as "q" to indicate that the Playaway is a directly accessible tangible recording medium.

If following AACR2 standards, the General Material Designator (GMD) is always [electronic resource].

Examples (AACR2):

245 14 |aThe red pyramid |h [electronic resource] / |c Rick Riordan.

The size in the 300 field is given in inches, not centimeters.

300 \_\_ |a1 sound media player (ca. 15 hr.) |bdigital ; |c 3 3/8 x 2 1/8 in.

Information about the batteries and the earphones belongs in a 500 field and not in the 300 field.

500 \_\_ |a Earphones and one AAA battery required.

There is always a 655 field for Audiobooks in the MARC record.

( 655 \_7 |a Audiobooks. |2 lcgft )

The statement on whether the Playaway is abridged or unabridged belongs in a 500 note unless the words "version" or "edition" are used on the Playaway itself, in which case an edition statement should be included in the 250 field.

For more information on how to catalog Playaways, please refer to the following:

[http://www.olacinc.org/drupal/capc\\_files/playawaysPDF.pdf](http://www.olacinc.org/drupal/capc_files/playawaysPDF.pdf)

### 5.3.4 MP3-CD audiobooks

The bibliographic record for a MP3-CD audiobook is similar to one for a sound recording on a standard CD.

Both are cataloged on the sound recording format. The GMD in the 245 field of a AACR2 record is [sound recording]. There should always be a 655 field indicating Audiobooks.

However, the 300, 500 and 538 fields are different for an audiobook on MP3. In these fields the format is identified as MP3 and system requirements are explained. A second 655 field is added to further identify the record as a MP3 recording.

Example (AACR2) for a MP3-CD recording:

245 10 |a Cross roads |h [sound recording] / |c Fern Michaels.

300 \_\_ |a 1 sound discs (8 hr., 59 min.) : |b digital, MP3 ; |c 4 3/4 in.

538 \_\_ |a System requirements: CD/MP3 player, or PC with MP3-capable software.

500 \_\_ |a Compact disc, MP3 format.

655 \_0 |a Audiobooks.

655 \_0 |a MP3 (Audio coding standard)

800 1\_ |a Michaels, Fern. |t Sisterhood.

830 \_0 |a Brilliance audio on MP3-CD.



## 5.4 Mixed Materials

### 5.4.1 Books packaged with a CD and other resource type combinations

If your item in hand has two components, such as a book with a CD in back or an audiobook with a bonus DVD, decide which component is the primary material and then select a record that is based on that item. If the resource contains a book and some sort of media which seems to be of equal importance, consider the media as the primary material.

For example, a book with a CD pocketed in the back will be cataloged as a book. A book and sound recording packaged together in a ‘hang-up bag’ may be of equal importance, but in Evergreen it is cataloged as a sound recording.

Use subfield ‘e’ of the 300 field to indicate the additional component.

300 \_\_ |a 1 v. (unpaged) : |b ill. ; |c 28 cm. + |e 1 sound disc (digital ; 4 3/4 in.) (AACR2)

300 \_\_ |a 1 audio disc : |b digital, stereo |c 12 cm + |e 1 book (32 pages) : col. illustrations ; 29 cm). (RDA)

## 5.5 Duplicate ISBNs and UPCs (using subfield z)

Sometimes two Evergreen records will have matching 020 or 024 fields but the records themselves are not duplicates. These records may merge if an automated deduplication program is run, which means your item may end up on a completely wrong record. You can prevent automated mismerges by using a subfield ‘z’ in one of the records.

Record A: 020 \_\_ |a 9780553349498

Record B: 020 \_\_ |z 9780553349498

Record C: 024 1\_ |a 883929242221

Record D: 024 1\_ |z 883929242221

Any 020 or 024 field, subfield ‘z’ will be ignored by deduplication software. In the examples above, Record B would not merge with Record A or any other record with that ISBN number and Record D would not merge with Record C or any other record with that UPC number.

### 5.5.1 Guidelines:

**When 2 totally different items are issued with the same ISBN**, check to see which picture is displaying in the OPAC. Use a subfield 'z' in the 020 or 024 field of the record that is displaying the wrong picture. If no picture displays, follow the guideline for multiple versions.

**When there are multiple versions or editions sharing the same number**, code the 020 or 024 of the record with the most holdings subfield 'a' and the rest subfield 'z'. If the holdings are equal, use subfield 'a' on the newer item.

**If a children's book is packaged with an audiobook** and cataloged as a non-musical sound recording, then the ISBN for the book component should be coded with a subfield 'z' in the 020 field. If cataloging a book with a DVD or CD inside and there is a 020 or 024 field for the disc, it should be coded with a subfield 'z'.

**When working with a Blu-ray/DVD combo pack:**

- If the two components are cataloged on separate records and have unique ISBN or UPC numbers, code the 024 for the individual components with a subfield 'a' but code the 024 for the set with a 'z'.
- If the two components are cataloged on separate records and both components share the same ISBN or UPC number, then the components should also have a 'z' in the 024 field to prevent them from merging.
- If both the Blu-ray and DVD components are being attached to the same record, the 024s for the individual components should be coded with a subfield 'z' and the 024 for the set given a subfield 'a'.

Anytime there are two records sharing the same ISBN or UPC number, these records are either duplicates and need to be merged or they are for truly different items and one record needs to have the 020 or 024 subfield changed to prevent a mismerge.

If you are absolutely sure that a number is totally wrong and does not belong on the record, such as an ISBN for a large print version on a regular print record or a ISBN for an e-book if the record is for a paper copy, then you can just delete the field.

## **6 Guidance for Specific Fields in the MARC Record:**

### **6.1 Fixed fields**

Fixed fields must be encoded according to MARC 21 standards. Accuracy is important because Evergreen relies on this data for search filters and icons displayed in the OPAC. The search filters will not work, and the incorrect icon will display if the fields are not encoded properly.

The Type (Type), Audience (Audn), Form (Form), Language (Lang), Literary form (LitF) and the first Date (Date1) fixed field elements are all tied into the Evergreen searching process so are especially important.

#### **6.1.1 Free online resource for coding the fixed fields**

The OCLC Bibliographic Formats and Standards website is an excellent resource for coding the fixed fields: <http://www.oclc.org/us/en/bibformats/en/fixedfield> Click on a field abbreviation along the left side of the page to see a definition, description and examples for each field.

#### **In Evergreen Indiana:**

- Descriptive cataloging form (Desc) must be “a” for AACR2 records and “I” for RDA records
- Encoding level (ELvl) must be “k” level or higher
- The audience field (Audn) must be coded

### 6.1.2 Guidelines for coding the Audience field

Coding the Audience field is required in Evergreen Indiana. It is important for catalogers to use the same criteria for coding materials, so that search results using the Audience Search Filter will be reliable.

**Unknown or unspecified.** A blank audience field indicates unknown or unspecified. The target audience for the item not known or not specified. EI: Unspecified should not be used.

**a Preschool.** The item is intended for children, approximate ages 0–5 years. EI: Should be used for all board books and any other materials targeted at this age group.

**b Primary.** The item is intended for children, approximate ages 6–8 years.

**c Pre-adolescent.** The item is intended for young people, approximate ages 9–13 year. EI: Fields a, b, and c indicate specific age groups for children. Please use these if a target audience is indicated on the item. If no age or grade level is indicated, use of a, b, and c is optional, except for board books, and j may be used for juvenile materials.

**d Adolescent.** The item is intended for young people, approximate ages 14–17 years. EI: This should be used for young adult/teen items.

**e Adult.** The item is intended for adults. EI: This should be used for books and audiobooks in adult collections. Should also be used for Rated R and Unrated movies. Movies which are Not Rated, as opposed to Unrated, may be assigned an audience as appropriate. This code should also be used for for music with adult language and content.

**Specialized.** The item is aimed at a particular audience and the nature of the presentation makes the item of little interest to another audience. Examples include:

- f**
  - Items which address a limited audience, e.g., the employees of a single organization.
  - Technical software or sound recordings geared to a specialized audience.
  - Training films intended for the special education of the physically or mentally handicapped.

**g General.** The item is of general interest and not aimed at an audience of a particular intellectual level. Use for items that are not covered more appropriately by the other codes. EI: g is used for movies rated g, pg, and pg-13, though g or pg rated movies specifically aimed at children may be coded as j Most music, unless aimed at a specific audience or containing adult material, will also get a designation of g.

**j Juvenile.** The item is intended for children and young people, approximate ages 0–15 years. Use when a more specific code for the juvenile target audience is not desired. EI: Use for juvenile materials without a specific target age group.

## **6.2 Variable fields**

### **6.2.1 Free online access to variable field information**

Access fixed field information easily online at the OCLC Bibliographic Formats and Standards website: <http://www.oclc.org/us/en/bibformats/default.htm> Click on a range of fields (6xx, 5xx, etc.) and then narrow the search using the list along the left side of the page.

### **6.2.2 020 ISBN**

The ISBN (International Standard Book Number) is required if found on the item. Both the ISBN-10 and the ISBN-13 should be on the record if available.

Do not add price information to the record. Delete this information if already there. Price information may be added at the holding level in the Copy Editor screen.

When importing records, remove any ISBNs that are clearly inappropriate. Watch for ISBNs for both print and electronic versions, both library editions and standard editions, or both large print and regular print versions on the same record.

For those libraries using OCLC, the OCLC software will create the 13-digit ISBN when the 10-digit ISBN is entered into the 020 field in the MARC record and vice versus. When the record is updated and saved, both ISBN numbers will be present.

See Section 5.5 for important information on duplicate ISBNs.

### **6.2.3 Capitalization in the Title Statement**

In RDA records, for copy cataloging we can accept what is found in the 245, except when all capital letters are used for title statements. Change all caps to sentence case for readability. In Evergreen Indiana, for original cataloging we will use sentence case for title statements, and catalogers may change copy to sentence case if desired.

### **6.2.4 Works with multiple persons responsible for a resource**

RDA gives the option to omit all but the first person listed on the resource and summarize the rest. In Evergreen Indiana you can accept what is found in the record, but catalogers are encouraged to include a full description in the 245 |c.

### 6.2.5 General Material Designator (GMD) in the 245 field (AACR2 records only)

A GMD is added to indicate the type of material the catalog record describes. It is included in 245 subfield h in lowercase letters and enclosed in square brackets [ ]. Generally, it should come immediately after the subfield a, but may follow subfields p or n in cases where those are part of the title proper (see the examples below).

Evergreen Indiana catalog records should include only those General Material Designators (GMD) approved in the AACR2 for the US, found in list two under rule 1.1C2. Below are some of the common types of items found in the Evergreen database and the correct GMD for each:

Type of materials	GMD
Books on CD	[sound recording]
Musical CDs	[sound recording]
DVD	[videorecording]
VHS tapes	[videorecording]
CD-ROM	[electronic resource]
Software	[electronic resource]
Playaway	[electronic resource]
Kits	[kit]

Note that [large print], [book], [book on CD] and [DVD] are NOT included in the list of AACR2 General Material Designators. If found on records in EI, these should be corrected.

GMD Examples:

- 245 00 |a Jim Henson's Fraggle Rock. |n The complete final season |h [videorecording] / |c Jim Henson Television.
- 245 00 |a Go Diego Go! |p Diego's arctic rescue |h [videorecording] / |\$cNick Jr. Productions ; Nickelodeon.
- 245 00 |a Four small dances |h [sound recording] ; |b and, Six Hungarian folksongs

Reminder: GMDs are not used in bibliographic records following RDA rules.

### 6.2.6 33X fields for resources that include multiple formats

For resources that include multiple formats, for instance a set with a book and a CD, include 33X fields for each format,

### 6.2.7 Subfields a and b in the 33X fields

For the 33x fields, use subfield a with the appropriate term. Subfield b with codes are optional.

### 6.2.8 490/8xx series statements

As a consortium, we have made a commitment to include series information in our records whenever possible. This helps patrons and circulation staff locate the ‘next book’ or ‘first book’ of a series.

Although series statements often appear on the title page, they are not part of the title. Series information belongs in a 490 field, not the 245.

#### 6.2.8.1 Series name in the 490 field

Transcribe the name of the series in the 490 field exactly as it appears on the item in hand. You can take the series name from anywhere on the resource – title page, dust jacket, disc surface, container, etc. This field has no ending punctuation.

If the series in question is one patrons may wish to follow, you will want to trace it by adding a 8xx field (see below). If the series is not one that would be of particular interest to patrons (“Penguin Classics” or “Thorndike Large Print”, for instance), you may not want to take the time to trace it.

490 field, 1<sup>st</sup> indicator:

1 = series is traced      0 = series is not traced

#### 6.2.8.2 Tracing a series (8xx field)

The objective of tracing a series is to have a common series name in all the records for that series. The series names as it appears in your item may not be the same as the name used previously by the publisher. Tracing a series may make it easier for staff and patrons to locate the book or media.

Always use the authorized series name from the Library of Congress in the 8xx field if one is found. Do a title search on the Library of Congress Authorities website:

<http://authorities.loc.gov> If not familiar with this website, utilize the ‘help’ features. Never assume that the series name used in the book is the authorized one in the Library of Congress.

If there is no authorized series name in Library of Congress, Evergreen rules allow for the use of a locally established series name. First, look for other titles of the series in Evergreen and check the 8xx fields for an established name. If none is found, use the name as it appears on the item in hand or use the series name as it appears on the author’s website or a popular database like NoveList.

#### Which field to use: the 800 or the 830?

Use an 800 field to trace a series if the same primary author writes all titles in the series. Use an 830 field if multiple primary authors write the series.

800 1\_ |a (Author name as it appears in the 100 field). |t (Authorized or standard series name) ; |v (series number).

830 \_0 |a (Name of series) ; |v (series number).

### 6.2.8.3 Series numeration

Adding the series number to the 490/8xx fields is optional but encouraged. If you obtain the series number from a source other than the item in hand, put the number in brackets in the 490 field and add a 500 field identifying the source of the numeration. Do not put the number in brackets in the 8xx field.

Omit description such as “#”, “bk.”, or “volume” from the 8xx field but you can include them in the 490.

All numbers in the 8xx field should be 2-digit or more (03 instead of 3 or 003 if there are 100 or more works in the series). Series numbers in both fields go in a subfield v, which is always preceded by a semicolon.

Examples:

490 1\_ |a A Virgil Flowers mystery ; |v [bk. 5]

500 \_\_ |a Series numeration from goodreads.com.

800 1\_ |a Sandford, John, |d 1944 Feb 23- |t Virgil Flowers novel ; |v 05.

490 1\_ |a Hearts of Middlefield novel ; |v 3

800 1\_ |a Fuller, Kathleen. |t Hearts of Middlefield ; |v 03.

490 0\_ |a Pelican Books

490 1\_ |a Harlequin intrigue ; |v #1344

830 \_0 |a Harlequin intrigue ; |v 1344.

See Tip of the Week # 55 (10-1-2010) for more information about series statements in a MARC record.

Older MARC records may contain series statements in a 440 field. This field is obsolete. Delete the field and replace with the correct 490/8xx fields.

Both the 490 and 8xx fields are repeatable.

Some publishers have been known to change the name of the series even though there are no other changes for the book, including the ISBN, publishing information, and pagination. In those cases, please include both series in the 490 and 830 fields. There should also be a 500 note in the record as well that states the book may be published under either series name. Here is the example.

490 1 |a Hello reader

490 1 |a Scholastic readers

500 |a Book may be published under either series name.

830 0 |a Hello reader.

830 0 |a Scholastic reader.



### 6.2.9 521 Audience field

Optional, but the cataloger is strongly encouraged to use this field in tandem with the required Audience (Audn) fixed field.

Whenever audience information such as suggested age level, reading level or ratings standards is included on the resource being cataloged, it should be recorded in bibliographic record in the 521 field.

The Audience (Audn) fixed field code should reflect the information in the 521 field. Refer to OCLC Bib Formats and Standards <http://www.oclc.org/us/en/bibformats/en/fixedfield> for help in coding the fixed field.

Examples:

On book: Ages 3-5 years      521 1\_ 3-5 years.      Audience code: a

On book: Grades 6-9.      521 2\_ 6-9.      Audience code: c

#### 6.2.9.1 DVD records and the 521 field

When cataloging DVDs or videocassettes, the 521 field is the place to record the MPAA rating given the material being cataloged. These ratings include the following: G, PG, PG-13, R, Unrated and Not Rated. Include any explanation of the rating given on the packaging. Here are some examples:

521 8\_ |a MPAA rating: G.

521 8\_ |a MPAA rating: PG, for brief sensuality and language

521 8\_ |a Canadian movie rating: G.

521 8\_ |a MPAA rating: R, for strong violence and gore.

521 8\_ |a Unrated.

521 8\_ |a Not rated.

Note that the Audience (Audn) fixed field for videorecordings is ‘g’ for all MPAA ratings except for R and Unrated, which is coded ‘e’. DVDs and videos that are not rated should be assigned an audience code based on information on packaging and reviews.

The cataloger is encouraged to enter the rating system from another country as well if that rating is on the DVD or video packaging.

### 6.2.9.2 Lexile measures

Lexile measures provide information about the difficulty of a text. A Lexile text measure is permanently assigned to a title and its associated ISBN. These measures may be added to MARC records in Evergreen, in the 521 Audience field.

The Lexile measurements for a title and specific ISBN may be found on the MetaMetrics, Inc. website. The following link can be used to get to the search screen in order to find the Lexile measurements for specific titles and their associated ISBN.

<http://www.lexile.com/about-lexile/How-to-get-lexile-measures/>

Examples:

521 8\_ |a 890 |b Lexile.

521 8\_ |a 690 |b Lexile.

521 8\_ |a 440 |b Lexile.

Caution: Different editions or versions of a book may have different Lexile measures.

Adding Lexile information to bibliographic records is optional. It may be added to records if your staff or patrons find it useful.

If desired, a note may be added to the record to indicate that Lexile information was unavailable at the time of cataloging. Please indicate the date the information was added in the note as seen below.

Example:

500\_\_ No Lexile value assigned as of 6/3/2014

Note: Adding these notes is not required. Please only enter this note if you have checked for Lexile information and need to know later that the Lexile value was unavailable.

### 6.2.9.3 Reading program information

Information about reading programs should NOT be included in the bibliographic record. This includes Reading Counts and Accelerated Reader. Lexile measures ARE permitted (see above).

Do not add reading program information and delete it from a MARC record if it is found. All 526 Study Program Information Notes should be removed.

### 6.2.10 586 awards note

The 586 field is used to record awards associated with the item being cataloged. Adding this information is encouraged.

Follow the pattern established in the examples below:

586 \_\_ |a Academy Award, 1987: Best Picture.

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586\_\_ |a Academy Award, 1987: Best Actor , Michael Caine.

586 8\_ |a Emmy Award, 1980/81: Best Classical Program in the Performing Arts.

586 \_\_ |a Caldecott Medal, 1979.

586 \_\_ |a National Book Award, 1981.

586 \_\_ |a Pulitzer Prize for Nonfiction, 1981.

### **6.2.11 6xx subject heading fields**

The Evergreen Indiana Cataloging Policy requires that every bibliographic record contain *at least* one Library of Congress Subject Heading (LCSH).

Catalogers are encouraged to add additional subject headings. Search for established subject headings on the Library of Congress Authorities website: <http://authorities.loc.gov> Use the Help pages on that site if you are unsure how use this resource.

If cataloging an audiobook, large print, or mass market paperback edition of a title and your record has no subject headings, check the hardcover edition in Evergreen and copy subject headings from that record.

If you find subject headings from established thesauri other than Library of Congress on a record, do not delete them as they may be valuable to other libraries and enrich the database for keyword searching. These include Sears, Children's Annotated, BISAC, and Blindex.

#### **6.2.11.1 Local subject headings and other local practices:**

Because bibliographic records are shared by all members of the consortium, information of a strictly local nature should never be included in an Evergreen record. This includes donor and memorial information, prices, book condition, purchase dates, local subject headings, and autographed copy information.

An alternative to adding local information to a bib record is to attach it to your library's holding in the form of a copy note. Check your EI Cataloging Manual for information on how to add a copy note.

If you find a local note or subject heading on an Evergreen record (often found in a 590 or 690 field), please delete it. If you can determine which library entered the local info, send a courtesy email advising what information was removed from the record in case the library wishes to add the information to their holding in a copy note.

#### **6.2.11.2 Local authors, artists, musicians, actors**

Special subject headings for Indiana authors, Indiana actors, Indiana musicians, etc. are permitted in Evergreen. Below are some examples:

650 \_0 |a Authors |z Indiana.

650 \_0 |a Musicians |z Indiana.

650 \_0 |a Actors |z Indiana |z Ripley County.

650 |a Artist |z Indiana |z Waveland.

### **6.2.12 655 genre/form headings**

Adding Genre/Form Headings are optional, but strongly encouraged.

A useful list of genre headings:

<http://www.hahnlibrary.net/libraries/formgenre.html>

Link to GSAFD Genre headings:

[http://alcme.oclc.org/gsafd/OAIHandler?verb=ListIdentifiers&metadataPrefix=z39\\_19](http://alcme.oclc.org/gsafd/OAIHandler?verb=ListIdentifiers&metadataPrefix=z39_19)

Link to OCLC MARC 21 standards for using Genre headings:

<http://www.oclc.org/bibformats/en/6xx/655.shtm>

### **6.2.13 7xx added entry headings**

Please use authorized forms if they can be found. Many times the name authority is found in CIP information in the materials being cataloged. The LC name authorities are also available through the Library of Congress website and through the OCLC authority records.

<http://authorities.loc.gov>

A general rule of thumb is that every corporate or personal name found in the Statement of Responsibility (245 |c) should appear in a 7xx field. A 7xx field is optional but encouraged for names found elsewhere in the bibliographic record.

Most contributors are not considered core requirements in RDA. The first listed illustrator for children's works is required, and catalogers are encouraged to add 7xx fields for as many contributors as are deemed helpful for access.

### **6.2.14 8xx series added entries**

See section 6.2.8

### **6.2.15 856 Electronic Location and Access**

Catalogers are encouraged to add electronic links to materials such as publisher's descriptions, book trailers, author biographies, and sample text. These links enhance a record and can be useful to patrons. Be sure to add a brief description of the resource in subfield 3.

The second indicator of the 856 determines whether or not the link is displayed in the OPAC. If coded a 0, 1, or 2, the link will display. The electronic resource will not display if the second indicator is coded as 8 or not coded.

These links display in the OPAC under the heading "Electronic Resources".

Check the links in the 856 fields to make sure they work.

Example:

856 42 |3 Book trailer |u <http://www.youtube.com/watch?v=BIQ4NunVFnc>

See OCLC Bib Formats and Standards for more specific instructions on the 856 field:

<http://www.oclc.org/us/en/bibformats/en/8xx/856.shtm>

Another source of information is the Library of Congress site:

<http://www.loc.gov/marc/bibliographic/bd856.html>

### **6.3 Variable Fields to be deleted in Evergreen Indiana**

Use this list to determine which fields can be deleted from MARC records in Evergreen Indiana:

011 Linking Library of Congress control number [obsolete]

012 Terminal Display

029 Other System Control Number

016 National Bibliographic Agency Control Number

061 NLM Copy Statement

069 Other System Control Number [obsolete OCLC-defined field]

071 NAL Copy Statement

096 Locally Assigned NLM-type Call Number

098 Other Classification Schemes

211 Acronym or shortened title [obsolete]

212 Variant access title [obsolete]

214 Augmented title [obsolete]

241 Romanized title [obsolete]

263 Projected Publication Date (this field should be stripped when upgrading a record from prepublication-level to full-level cataloging)

350 Price [obsolete]

359 Rental Price [obsolete]

590 Local notes specific to only one copy in one library (See section **6.2.11.1**)

652 Subject added entry—Reversed geographic [obsolete]

653 Index Term - Uncontrolled

654 Subject Added Entry - Faceted Topical Term

656 Index Term - Occupation

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657 Index Term - Function

658 Index Term - Curriculum Objective

690 Local subject headings

699 Added Classification Number

755 Added Entry—Physical characteristics [obsolete]

850 Holding Institution

852 Location/Call Number (defined as part of the MARC Format for Holdings so inappropriate in bibliographic records)

87x Variant Forms of Entry [obsolete]

886 Foreign MARC Information Field

890 Local Library of Congress Holdings

9xx These fields can be deleted *except for* 901, 994 and those 949 fields used for adding government documents from the Government Printing Office through the use of MARCIVE. The 949 fields in MARC records for these government documents will appear in the following manner:

- 949 \_\_ \$h SUDOC (for government documents in print)
- 949 \_\_ \$h SUDOCC (for government documents on CD-ROM)
- 949 \_\_ \$h SUDOCF (for government documents on microfiche)
- 949 \_\_ \$h ONLINE (for government documents in an online environment)